

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 03-028

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: February 14, 2003

SUBJECT: February 18, 2003 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The February 18, 2003 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Current month APOR 55-1 & 64-1 reports are available by the 15th of each payment month. Since reports are "current month only", it is recommended APOR 55-1 & 64-1 reports be saved each month to a local computer/server to be available for reference throughout the current and future fiscal years. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8244 or by e-mail at msingle@ade.az.gov.

"FY 2002-2003 REQUEST FOR ADVANCE BASED ON GROWTH" forms received by January 31, 2003 have been processed for the February 18, 2003 payment. ADE's growth calculation report (APOR55-2) for each district is posted on each district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If your district submitted an Advance Based on Growth Request but did not receive growth, it may be due to missing or late submitted ADM or Group B SPED counts. Please review the ADMS46-1, SPED28 and other related ADM/SPED Reports to determine if all submitted data files processed successfully. An online ADM Troubleshooting Guide is available at http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS_Reports.htm. If you need additional assistance regarding ADM file submissions/processing, please contact a Regional Training Center <http://www.ade.az.gov/rtc/>. The Regional Training Center will direct you to contact additional resources if they are not able to assist you. Questions/concerns may also be emailed to the School Finance Inbox at schoolfinance@ade.az.gov. Beginning April 2003, Growth Advances will be calculated based on 100th day ADM. Additionally, [School Finance Memo 03-016](#) provides requirements for submitting a revised budget relative to growth.

February's payment includes Small Schools Capital Transportation Adjustments per ARS§15-963 (APOR55-1, page 3 of 4), for eligible districts that applied. Increase to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition will be updated again for the March apportionment calculation. These items are dependent on the submission and successful processing of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget> to determine the status of uploaded budget files. If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

cc: County School Superintendents

February 18, 2003